

Edwin Hornberger Conference Center of the Texas Medical Center

Equipment and Services

PROJECTION EQUIPMENT	
Overhead Transparency Projector & Cart	\$20.00
Slide Projector (35mm) w/Zoom Lens w/Remote Control (2 each).....	\$25.00
VIDEO EQUIPMENT	
Direct TV Hook-up.....	\$50.00
ISDN connection or DSL 4-port router	\$50.00
LCD: Multi Projector OHP (XGA 1024 x 768, 3000 lumens)	\$250.00
Video Projector (Proxima, XGA 1024 x 768, 1800 lumens).....	\$250.00
Satellite Receiver (K Band, KU Band).....	Based on requirements
Telephone line for Internet connection, credit card, etc. (2 separate analog lines)	\$25.00
TV Monitor/Receiver (27").....	\$25.00
VCR [2].....	\$35.00
TV/VCR Combo (13").....	\$50.00
Wireless Mouse for Computer Presentation	\$25.00
SOUND EQUIPMENT	
Cassette Player.....	\$25.00
CD/DVD Player	\$50.00
Headsets for Hearing Impaired [6]	NC
Lectern with Sound	1@NC
Additional Lectern	\$25.00
Micro Cassette Recorder	\$25.00
Microphone: Hand/Table Hardwire [8].....	\$15.00
Wireless [4].....	\$20.00
Lavalier: Hardwire [1].....	\$15.00
Wireless [2].....	\$35.00
PA System: 90Watt, w/Ceiling Speakers	NC
Portable Sound System (AC/DC) per speaker.....	\$50.00
Press Feed/Mult Box.....	NC
PROJECTION SCREENS	
Ceiling Mounted: 14' x 14' Wall Mounted: 6' x 8' (News Center)	NC
Tripods: 96" x 96" [3] 60" x 80" [1].....	\$15.00
ACCESSORIES AND PRESENTATION AIDS	
Copy Machine (per copy).....	\$0.10
Easels (metal) -- [12]	\$5.00
Facsimile Machine (local) per page	\$1.00
Flip Chart Pad & Markers [8].....	\$5.00
Laser Pointer.....	\$5.00
Overhead Projector Table.....	\$5.00
Polycom Sound Station Conference Phone.....	\$50.00
Projection Carts (2, 4')	\$5.00
Safelock Projection Stand (2, expandable to 6')	\$5.00
Whiteboard (3' x 4') -- [4].....	\$5.00
Catering Fees: 5% of food charges, billed to Caterer	
5% of beverage charges, billed to Provider	
Self Catering Fees: Food - 10% of Use Fee, billed to User	
Beverage - 10% of Use Fee, billed to User	
<i>Audiovisual charges based on client operation; technician(s) available at hourly rate</i>	
<i>Additional equipment can be arranged through outside contractors</i>	
Rates subject to change without notice	

TABLES/CHAIRS (Included)	
Banquet tables:	60" round (seat 8-10) [75] 72" round (seat 10-12) [60]
Service tables:	6' x 30" [35] 8' x 30" [33] 36" Round [8] 72" Crescent [2]
Classroom tables:	6' x 18" [144] 5' x 18" [2]
Banquet Chairs: Rose/Bronze [1000]	
Bar/Service Table, 2-tier with black skirting [4].....	\$25.00
FOOD STAGING AREA	
Coffee Station (per 8-cup pack)	\$3.00
Ice Maker (Storage Bin 900lb. Capacity)	Stainless Steel Work Tables [5]
Separate Handwash Area	Mobile 4-Tier Shelving Units [6]
Stainless Steel Triple Sink	Refrigeration Units with Roll-in Rack [6]
STAGING/ACCESSORIES	
Movable Stage: 12' x 24' x 24" (railed stair sections).....	NC
Portable Steps with Handrail: [2]	
Stage Risers: (with Black Carpet and Black Skirting) 4' x 8' [5]; 6' x 8' [4]; Height -- 16" or 24".....	\$35.00
Stage Risers: (No Carpet) 4' x 4' [2].....	\$20.00
Dance Floor: (\$8.00 per 3-ft. square).....	\$200.00 - \$800.00
Spinnet Piano/Electric Organ	\$45.00
Mobile Divider Panels: 5' x 7' [22] Mobile Partitions: 16'9" x 6'8" [2].....	NC
Metal Grid Display Panels: (80 aluminum, black, white).....	\$5.00
Chrome Stanchions: [8 pair]	per unit \$5.00
Genie Lift (training & signed release required).....	\$100.00
TABLE LINENS	
Table Cloth: White 85" square (60" or 72" round tables) 120" banquet (6' or 8' service tables)	\$6.00
Buffet Cloth: 90" X 132" (6' table) Black [20] or White [20].....	\$15.00
90" X 156" (8' table) Black [20] or White [20]	\$15.00
Napkins	\$0.15
Table Skirting: Rose [7] or Black [5] Registration use	NC
Food or Beverage use	\$20.00
OPTIONAL SERVICES	
Security on site.....	\$25.00 per hour (4 hour minimum)
Parking cashiers.....	Hourly Rate (depends on personnel needed)
Attendant on site	\$25.00 per hour (4 hour minimum)
Coordinator on site	\$60.00 per hour (evenings and weekends)
Electrician.....	Hourly rate (avg. \$50/hr weekday 7am-3pm)
Electrical Disconnect Boxes: 100 amp [3]; 70 amp [2]; 50 amp [2]	\$75.00 each
200 amp [1].....	\$125.00